

Organizer's Checklist

- Contact AICR

- Identify Organizers / Committee Members

- Hold a Meeting to Discuss Initial Budget Projections
 - How much will individual registration fees cost?
 - Assign Tasks to Committee Members

- Pick a date and book the golf course.

- Schedule the day's events:
 - When is Tee Time?
 - Are there warm-up events before hand? Contests?
 - Will there be a meal served? Closing Ceremony? Awards Banquet?

- Identify Potential Sponsors and Sponsorship levels
 - Create Sponsorship Form

- Select a menu and refreshments. Reaffirm budget projections.

- Initiate Press Coverage.
 - Create registration forms, flyers and brochures;
 - Send out Press Releases

- Send out Invitations

- Secure Sponsors, Auction & Raffle prizes

- Confirm tee time, sponsorship, auction & raffle prizes, menu, etc.

- Have final meeting with volunteers and organizers to go over the details for the event day.

- Golf Day!

- Send Acknowledgements

- Send photos to AICR and start planning for Next Year.